

AASHTOWARE PROJECT CIVIL RIGHTS & LABOR™

Quick Reference Guide for Alaska DOT&PF and Alaska DOLWD



Create a Payroll Spreadsheet

Background:

- This process is for contractors using the Master Alaska Payroll Spreadsheet to create a payroll record for import into AASHTOWare Project Civil Rights & Labor.
- The official spreadsheet from the Alaska DOT&PF site is located at <http://dot.alaska.gov/aashtoware/>
- This process is the same for prime and subcontractors.
- This QRG will detail the process for creating an official template spreadsheet with contract information to be copied from week to week.
- This QRG also details the process for copying and modifying the spreadsheet for weekly payroll submission.
- Note that these are suggestions, each contractor may use the template and weekly payroll spreadsheets differently depending on the company's needs.
- Information entered in the spreadsheet must be typed correctly. Errors in spelling or capitalization may cause the spreadsheet to fail conversion or import or may trigger an exception notification.
- In the payroll spreadsheet, you can see additional information by clicking many of the blue cells.
- Cells with a red asterisk are required to have information for the system to accept the file as complete.

Create Payroll Spreadsheet Template:

Payroll Form - Contractor Information:

- **Contractor (Prime) or Subcontractor** – Type an X in the field that identifies your company for this contract.
- **Name of Contractor** – Type the name.
- **Contractor's ID** – Type your IRIS Number. To find your **Vendor ID** information to determine if you have an IRIS Vendor Number can be found here: <http://dot.alaska.gov/aashtoware>
- **Contractor Address** – Type your mailing address. The **State** must be the two-letter postal abbreviation.
- **DOT Contract #** – Type the contract number as stated on your contract.
- **Day** – Select your company's starting day of the week for payrolls and the remaining days will auto-populate.

Employee Information Tab:

Use the **Employee Information** tab of the spreadsheet to enter all your employee information. This will be used to populate a list of employees on the main **Payroll Form** tab for you to build your Template for this project.

*Tips: Add employees in alphabetical order to aid in searching the list.
Ensure employee information matches your payroll software system.
The CRL system is case sensitive.
Middle Initial will only allow one character.*

- **Employee Full Name** – Type the Employee **Last Name First Name Middle Initial** (no comma).
- **Last Name Value** – Type Employee Last Name
- **First Name Value** – Type Employee First Name
- **Middle Initial** – Type Employee Middle Initial (only one character)
- **Social Security No.** – Type Employee Social Security Number
- **Gender** – Select Employee Gender
- **Ethnicity Select** – Select Employee Ethnicity
- **Address 1** – Type Employee Address
- **Address** – Type additional Employee Address details
- **City** – Type Employee City of residence
- **State Select** – Select Employee State of residence
- **Zip** – Type Employee Zip Code of residence

Once your Employee Information is complete, return to the Payroll Form tab and add employees to your Template.

- **Select Employee** – Use the arrow to see your employee list and select one for your template. The employee information will populate in the appropriate cells of the spreadsheet.
- **Has This Changed?** – Typically set to the default value of **false**. If any of the employee information has changed since the last payroll select **true**. If it has not changed select **false**.
- **Project #** – Type the project number provided to you by the Agency. In most cases, it will be the same as the Contract number.
- **Select Labor Code** – Click the drop-down arrow and select the employee's work classification. This will auto-populate the required Labor and Craft codes for this work.
- **O.T. and S.T – Hours Worked** – Leave this area blank for the template, they will be updated weekly.

- **Total Project Classification Hours**
 - a. **O.T. and S.T – Total Hours** – Leave this area blank for the template, they will be updated weekly.
- **O.T. and S.T. – Rate of Pay** – Type the rates. Each field must contain a number, even if there are no overtime hours reported, you must enter their overtime rate of pay.
- **Employee Comments** – Leave this area blank for the template, it will be updated weekly.

Note: If an employee works under more than one classification, enter the employee as many times as needed to capture all the information.

- **OJT %** – Type the percentage of the standard wage owed to trainee for this work classification (0-100%). Use when applicable.
- **Apprentice ID and Apprentice Wage %** – Provide the Apprenticeship number and percentage of full wage rate to be paid to this apprentice (0-100%). Use when applicable.
- **Lump Sum** – The amount of fringe benefits paid in cash to an employee and any other compensation paid in cash. If this is a standard amount that will not change weekly, fill in for the template.
- **Project Gross** – Leave this area blank for the template, this will be updated weekly.
- **Pay Period Wages**
 - **Gross Wages** – Leave this area blank for the template, this will be updated weekly.
 - **FICA, Federal Income Tax, ESD and Union Dues** – If these are standard deductions that will not change weekly, fill in for the template. Otherwise, leave this area blank.
 - **Other Deductions**– If you used the Other Deductions section below, fill in the total dollar value of all other deductions. If these are standard deductions that will not change weekly, fill in for the template. Otherwise, leave this area blank.
 - **Total Deductions** – If these are standard deductions that will not change weekly, fill in for the template. Otherwise, leave this area blank.
 - **Net Wages** – Leave this area blank for the template, this will be updated weekly.
- **Classification Fringe Benefit Hourly Rate**
 - **Hourly Cash Fringes, Hourly Non-Cash Fringes and Per Diem** – If these are standard fringes that will not change weekly, fill in for the template. Otherwise, leave this area blank.

- **Fringe Benefits Total** – If the total fringes paid will not change weekly, fill in for the template. Otherwise, leave this area blank.
- **Other Deductions – Other Deduction Description and Amount** – If needed for other type deductions (ie. ESD or Union Dues), type the description and the amount. If these are standard deductions that will not change weekly, fill in for the template. Otherwise, leave this area blank.
- **Exception (Craft)** – if your payments to bona fide fringe benefit programs have exceptions for certain employees, list them in this area.

Create Weekly Payroll Spreadsheet:

Using the payroll template that you created, open the file, and save it with a unique name each week for your records.

Payroll Form Tab – Contractor Information:

- **Contractor (Prime) or Subcontractor** – Completed for the template.
- **Name of Contractor** – Completed for the template.
- **Contractor's ID** – Completed for the template.
- **Payroll Number** – Type the number of your payroll. Must be unique for each payroll submitted for this contract. Should increase by 1 each week.
- **For Week Ending** – Type the last day of the week covered by this payroll. Verify the date is one week later than the previous payroll (xx/xx/xxxx). This will auto-populate the required dates of the week for this payroll.
- **Contractor Address** – Completed for the template.
- **DOT Contract #** – Completed for the template.

Payroll Form Tab – Employee Information:

Note: If an employee works under more than one classification, enter the employee as many times as needed to capture all the information.

- **Employee** – Completed for the template.
- **Project #** – Completed for the template.
- **Labor Code** – Completed for the template.

- **Has This Changed?** – Typically set to the default value of **false**. If any of the employee information has changed since the last payroll select **true**. If it has not changed select **false**.
- **O.T. and S.T – Hours Worked** – Type the hours the employee worked each day in this work classification. The dates for the seven columns can be found above in the Contractor Information section. **O.T** is *overtime* and **S.T** is *straight time*. Each field must contain a number, even if it is **0.00**.
- **Total Project Classification Hours**
 - a. **O.T. and S.T – Total Hours** – Type the total hours for the employee in each applicable area. Each field must contain a number, even if it is **0.00**.
- **O.T. and S.T – Rate of Pay** – Completed for template.
- **Employee Comments** – You must indicate #1. Method of Payment to the employee (Cash, Check, or Electronic Funds Transfer (EFT)), #2. Check Number, and only include #3. Certificate of Fitness Number, if applicable.
- **OJT %** – Completed for the template.
- **Apprentice ID and Apprentice Wage %** – Completed for the template.
- **Lump Sum** – The amount of fringe benefits paid in cash to an employee and any other compensation paid in cash. If this was not entered on the template, fill in for your weekly payroll.
- **Project Gross** – Enter the employee's total gross pay for this project.
- **Pay Period Wages**
 - **Gross Wages** – Type the gross pay for this employee for this pay period. This must include the gross pay for all projects worked in this pay period for this employee plus any applicable fringe benefits.
 - **FICA, Federal Income Tax, ESD and Union Dues** – If these were not standard and entered on the template, enter them here.
 - **Other Deductions** – If you used the Other Deductions section, fill in the total. If these were not standard deductions that were entered on the template, enter them here.
 - **Total Deductions** – If these are not standard deductions and this area was not completed on the template, enter them here.
 - **Net Wages** – Type the amount for this pay period.
 - **Hourly Cash Fringes, Hourly Non-Cash Fringes and Per Diem** – If these are not standard fringes entered on the template, enter them here – enter the hourly rate for each entry that applies to this employee.

- **Fringe Benefits Total** – If the total weekly fringes are not standard and were not entered on the template, enter them here. Type total fringe benefits for this pay period.
- **Other Deductions – Other Deduction Description and Amount** If needed for other type deductions (ie. ESD or Union Dues), type the description and the amount.

Next Steps:

Use the **Convert to XML** QRG next to convert your weekly payroll spreadsheet to the XML format to import your payroll into the AASHTOWare Project Civil Rights & Labor system.